

Kim Reynolds, Governor

Adam Gregg, Lt. Governor

Beth Townsend, Director

June 1, 2020



RE: Final Monitoring Report for State Expansion Grant

Dear [REDACTED]:

Iowa Workforce Development's Registered Apprenticeship (RA) Program Coordinator performed a review of the ApprenticeshipUSA State Expansion Grant project administered by [REDACTED] on April 16, 2020. The objective of the visit was to review the programmatic and fiscal performance of the sub-grantee as defined in 2 CFR 200.101(b)(1) and 2 CFR 200.330.

The RA Program Coordinator reviewed programmatic performance data, financial invoices and previously signed contract to determine best practices and opportunities for growth.

Attached is the final report from this review.

Sincerely,

*Amy Beller*

Amy Beller  
Registered Apprenticeship Program Coordinator  
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## **REVIEW SCOPE**

### **Date of Review**

- April 16, 2020

### **Grant**

- ApprenticeshipUSA State Expansion Grant

### **Site Visited Remotely**

- [REDACTED]

### **Reviewer**

- Amy Beller, RA Program Coordinator

### **Time Period for Data Covered in Review**

- Date of contract signature through March 31, 2020

### **Areas of Review**

- Program performance
- Financial invoices
- Contract compliance

### **Date of Exit Conference**

- April 16, 2020

### **Attendees at Monitoring Review**

- Amy Beller
- [REDACTED]
- [REDACTED]

### **Review Tool**

- ApprenticeshipUSA State Expansion Sub-Grantee Monitoring Guide

**Although no material issues were identified other than those contained in this report, this report does not assure that other issues do not exist.**

## NOTABLE PRACTICE

### Notable Practice: Outreach products

CONDITION	
	has created numerous outreach products to assist in the recruitment of their program.

INDICATION OF NOTEWORTHINESS	
Outreach is one key aspect to growing a RA program. With creating the products and the team leading the outreach efforts, IWD believes this sub-grantee will meet the performance requirements of the State Expansion Grant.	

**AREA OF CONCERN**

**Area of Concern: Grant expenditures**

<b>CONDITION</b>
As of April 30, 2020, [REDACTED] has spent 10 % of the grant's budget; while 61% of the grant's period of performance has been completed.

<b>CAUSE</b>
The grant expenditures are directly connected to the participation of Registered Apprentices. The enrollment into the program has been slow, so the expenditures are underspent.

<b>CONSEQUENCE</b>
If [REDACTED] is unable to spend the grant award, IWD will not be in compliant with the financial requirements of the State Expansion Grant.

<b>SUGGESTED ACTION</b>
The sub-grantee should review their grant budget and create a plan to ensure funds will be spent before the end of the period of performance. This plan should be discussed with IWD's RA Program Coordinator during monthly technical assistance calls.

## COMPLIANCE FINDINGS

### Finding: Performance

CONDITION
██████████ is experiencing low enrollments into RA programs. As of March 31, 2020, seven Registered Apprentices were hired.

CRITERIA
The goal of the State Expansion Grant is to increase the amount of Registered Apprentices by 50 Registered Apprentices.

CAUSE
The cause of this condition is unknown.

CONSEQUENCE
If ██████████ is unable to meet their performance goals, IWD will not reach the overall performance goals of the State Expansion Grant.

CORRECTIVE ACTION
██████████ must implement strategies to increase performance in order to meet the established performance goals.

**Required Action:** ██████████, within 30 calendar days of the receipt of this report, shall submit to the IWD RA Program Coordinator a corrective action plan that outlines efforts to be taken to ensure that all program performance goals will be met by October 30, 2020. This official response is required by DOL and will be made available to them.

## Conclusion

The RA Program Coordinator observed several areas where [REDACTED] is providing services beyond normal standards. Although the RA Program Coordinator observed several areas for improvement in this monitoring report, the RA Program Coordinator is confident that [REDACTED] is willing to make the necessary improvements to reach the goals and meet the requirements of the ApprenticeshipUSA State Expansion Grant.

Below is the outline of the monitoring timeline including the next steps needed to complete the monitoring process. RA Program Coordinator is available to answer questions related to this report. Training may be provided onsite to staff upon request.

Please direct any questions to Amy Beller, Registered Apprenticeship Program Coordinator, or Ali Sidwell, Title III/PROMSIE JOBS Bureau Chief.

### Monitoring Timeline

Action	Timeline
Announcement of monitoring	March 25, 2020
Virtual review conducted	April 16, 2020
Exit Interview	April 16, 2020
Final monitoring letter provided to sub-grantee	June 1, 2020
Corrective action plan due	July 1, 2020
Accept or deny corrective action plan	45 days from date corrective action plan was received by IWD's RA Program Coordinator
Corrective action taken	30 days after approval of correction action plan. Requests to extend corrective action plans are negotiable.

-End of Report-